

| <b>Guide for Review of SHP Clients</b> |  |             |  |
|--|--|-------------|--|
| <b>Name of Grantee:</b>                |  |             |  |
| <b>Staff Consulted:</b>                |  |             |  |
| <b>Name(s) of Reviewer(s)</b>          |  | <b>Date</b> |  |

**NOTE:** All questions that address requirements contain the citation for the source of the requirement (statute, regulation, NOFA, or grant agreement). If the requirement is not met, HUD must make a finding of noncompliance. All other questions (questions that do not contain the citation for the requirement) do not address requirements, but are included to assist the reviewer in understanding the grantee's program more fully and/or to identify issues that, if not properly addressed, could result in deficient performance. Negative conclusions to these questions may result in a "concern" being raised, but not a "**finding.**"

**Instructions:** This Exhibit is designed to review the SHP grantee's homeless projects to determine that client eligibility has been adequately documented in terms of their homelessness upon entry into the program (and for SHP/PH projects, their disability). Following the sampling guidance in Section 13-3 of the introduction to this Chapter, request a listing of project clients (current and former), including their entry dates. Select a random sample from both current and former clients (names, case file numbers, apartment numbers, etc. may be used to identify participants). Review these client files to complete the questions in this Exhibit, supplemented by grantee staff interviews. The file sample selected for this Exhibit can also be used to complete Exhibit 13-1, "Guide for Review of SHP Supportive Services," and Exhibit 13-3, "Guide for Review of SHP Housing."

**Questions:**

1.

|  |  |                                       |
|--|--|---------------------------------------|
| Do the client files reviewed document that the individuals or families were homeless prior to entry?<br>[24 CFR 583.5] | <input type="checkbox"/><br><b>Yes</b> | <input type="checkbox"/><br><b>No</b> |
| <b>Describe Basis for Conclusion:</b><br><div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>  |  |                                       |

Exhibit 13-4  
Supportive Housing Program (SHP)

2.

|  |                                 |                                |                                 |
|--|---------------------------------|--------------------------------|---------------------------------|
| If SHP funds are used for Permanent Housing Component projects, do the client files reviewed demonstrate disability of the homeless individuals or family members?<br>[24 CFR 583.5] | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No | <input type="checkbox"/><br>N/A |
| <b>Describe Basis for Conclusion:</b><br><br><br><br><br><br><br><br><br><br>  |                                 |                                |                                 |

3.

|  |                                 |                                |
|--|---------------------------------|--------------------------------|
| Are project clients coming from the target populations (e.g., mentally disabled, domestic violence, veterans) identified to be served in the homeless assistance competition approved application?<br>[24 CFR 583.405] | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| <b>Describe Basis for Conclusion:</b><br><br><br><br><br><br><br><br><br><br>  |                                 |                                |

4.

|   |                                 |                                |
|---|---------------------------------|--------------------------------|
| For the projects reviewed, was there at least one homeless person or formerly homeless person participating in the policy decision-making process?<br>[24 CFR 583.300(f)] | <input type="checkbox"/><br>Yes | <input type="checkbox"/><br>No |
| <b>Describe Basis for Conclusion:</b><br><br><br><br><br><br><br><br><br><br>   |                                 |                                |